
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: December 13, 2006

From: Kyle Robertson, Accreditation Coordinator

Subject: Next Step Computer Training Evaluation

Staff recommendation

In accordance with Title 570 IAC (D), the Commission recommends that Next Step Computer Training be granted Fully Accredited status.

Background

Next Step Computer Training (NSCT) was founded by co-owners Carlos Smith and Ryan Gough on February 21, 2005. Training began in January of 2006. NSCT is located on the northwest side of Indianapolis near the Pyramids. Mr. Smith serves as president and Mr. Gough is the director of education. Both men have prior experience teaching in a proprietary school environment.

School Description

Next Step Computer Training specializes in hands on IT certification training. They offer a variety programs that focus on the IT industry, and, in addition, provide custom training in computer hardware, networking, operating systems, and security. It's the mission of NSCT to provide quality education and training experience for their students. Students learn from both lecture and time in the lab. Most classes can be completed in 90 hours or less. Classes are held at the convenience of students.

Evaluation Team

Mr. Dan Bent has worked in the computer industry for over a decade. In 1995, Mr. Bent began organizing computer networking seminars through the Business Technology Association. Mr. Bent is currently the technical leader for the Nyhart Company, where he helps staff apply technical solutions for claims benefits.

Mr. Thomas Henderson is the managing editor of Extreme Labs, a publisher of research and opinion on operating systems. Mr. Henderson serves as vice-chairman of the United States Connected Communities Association, located in Washington, DC. In 1982, Mr. Henderson began writing numerous technical books and magazine articles.

Mr. Justin Nelson began work in the computer industry as a sole proprietor of Cyberbytes Technology, where he contracted with the City of Anderson and Healthx.com. In 1998, Mr. Nelson became an employee of Healthx.com as a network engineer and later software engineer. More recently, Mr. Nelson became a network administrator for Benefit Systems, Inc.

Mr. Bent, Mr. Henderson, and Mr. Nelson all participated in the evaluation of Computer Training.com last April. This is their second evaluation with COPE. All three gentlemen expressed interest in serving as team members in the future.

Evaluation Results

Mr. Bent recommended Fully Accredited status. He had many positive comments about the school. Mr. Bent noted that the school's equipment and supplies were adequate and reflected current industry standards. He also stated that the instructors demonstrated a positive approach to accommodating students with physical or learning abilities. Mr. Bent acknowledged NSCT for their community involvement and interaction with students.

Mr. Henderson also recommended Fully Accredited status. His overall impression of the school was satisfactory. He marked the school as being superior for their admission practices and overall student satisfaction. One thing that Mr. Henderson commented on was the size of the facility. He stated that rapid student growth will cause the school to quickly outgrow its current space. However, for now, the school's size adequately meets the needs of students.

Mr. Nelson concurred with his fellow team members and recommended Fully Accredited status. He gave NSCT many outstanding marks. At least one outstanding mark was given in each category. His overall impression of the school was superior.

Conclusion

The Commission sees no evidence to recommend anything other than Fully Accredited status. The students we interviewed seemed generally satisfied with the training. Based upon student interviews, NSCT has created an overall positive learning environment.

Supporting Documentation

1. Dan Bent, evaluation checklist
2. Tom Henderson, evaluation checklist
3. Justin Nelson, evaluation checklist

INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201
Indianapolis, IN 46204

Date of Evaluation: October 12, 2006

Institution Evaluated: Next Step Computer Training

Name of Team Member: Dan Bent

CHECK LIST FOR TEAM EVALUATORS

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- | | |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory |
| 2. Superior | 4. Unsatisfactory |

There is space for comments. The asterisk (*) denotes requested comments in order to better explain your evaluation.

CATEGORY I -- EDUCATIONAL OBJECTIVES

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> <u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> <u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i> Training programs and materials are based and widely accepted industry standard sources.			

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> <u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i> Promotional materials accurately represented the school and it's programs.			

CATEGORY II -- FACULTY

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> <u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	--------------------------------------	---------------------------

- B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments: Administration and staff seemed passionate about the school's mission. They seemed to inspire that passion in students as well.

- C. The faculty appear to be satisfied with the overall institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments:

CATEGORY III -- STUDENT POLICY

- A. Student counseling is adequate to show concern for the individual student's personal attainments.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments:

- B. The student/administration relationship reflects a healthy and stable rapport within the institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments: Some students participate as interns, and aides. Students also participate with staff and administration in community outreach efforts.

- C. The student educational needs are met by the institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments: The institution offers a variety of instructional approaches combined with broad access to equipment and facilities, allowing students to learn according to their preferred learning style.

CATEGORY IV ADMISSION PRACTICES

- A. The admission policy of the institution is well administered and the school is reasonably selective.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments:

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: The school demonstrated a positive approach to accomodating students with physical and/or learning challenges.

CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Recruiting policies were inclusive and egalitarian.

- B. The institution appears to recruit students who have a potential or desire the education provided.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Students seemed motivated and interested.

- C. The students appear to have an honest impression of the institution before they enroll.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Equipment and supplies were adequate and relfect current indusrtly standards.

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Facilities are adequate for the current student population.

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: The facilities were neat and tidy. Documentation of recent safety inspections are provided.

CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Training is focused on passing specific tests and acquiring specific certifications which are common industry benchmarks.

- B. Student records adequately reflect the student's progress during his period of enrollment.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Records are maintained as described.

- C. The student records adequately reflect the student's placement after his/her training with the institution.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: The school has had a limited number of students, and placement records are consequently limited.

D. Characterize your impression of the institution.

1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: A tidy facility with passionate staff. Curriculum is based on widely accepted industry standards.			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments: Students appeared pleased with their education, and optimistic about their prospects.			

Please initial the status you believe this institution should receive.

1. No Status – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. _____

2. Candidate -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. _____

3. Accreditation with Recommendations – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. _____

4. Fully Accredited – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. _____

If status is 1, 2, or 3, list your specific reasons or recommendations below.

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

Team Member's background, as related to evaluation participation, is as follows:

Please describe appropriate background experience and credentials.

Daniel Bent



CAREER OBJECTIVE

Use and increase technical skills to provide competitive advantage by designing and implementing innovative solutions appropriate to the challenges and resources available.

PROFESSIONAL EXPERIENCE

The Nyhart Company Inc.

Director, Claims Technology

9/04 – Present

Led a small technical staff to apply technology solutions to claims department challenges for a well respected employee benefits administration firm, resulting in the acquisition of the company by one of the most successful organizations in the industry.

- Established automated administration functions, and electronic data communications with business partners for a third party administrator of employee benefits.
- Managed daily operations, HP-UX system administration and helpdesk support.
- Implemented and improved systems to reduce manual effort and streamline workflow, including EDI, PPO Management and other projects.
- Developed Ad Hoc reports and data extracts using MySQL, Delphi, PERL, Unix shell scripts, and other tools.
- Designed and negotiated purchase of infrastructure to support core claims adjudication platform, including ongoing administration and support functions.
- Assisted with business analysis and problem resolution, including workflow re-engineering of business processes.

Benefit Systems, Inc.

Chief Information Officer

2/94 – 9/04

Led a small technical staff to apply technology solutions to corporate challenges for a well respected employee benefits administration firm, resulting in the acquisition of the company by one of the most successful organizations in the industry.

- Designed and implemented migration from a mini-computer environment to an integrated UNIX – NetWare – Windows – Linux LAN environment for 70+ users.
- Established automated administration functions, and electronic data communications with business partners for a third party administrator of employee benefits.
- Managed daily operations, network administration and helpdesk support.
- Implemented systems to reduce manual effort and streamline workflow, including document imaging, ID card printing, and other projects.
- Designed and implemented Internet strategy, including web site authoring, email, security and related functions.
- Directed development of Web-facing applications to display customer data, improving customer service.
- Directed development of Web-facing enrollment product which added an additional revenue stream to corporate offering.

Corporate Networks - Unitel Director of Marketing

8/89 – 2/94

Directed sales and marketing efforts of Network Reseller/Systems Integration firm. Sold computers, and networking products, trained users and sales staff, directed and performed network installations, provided phone and on-site support.

SOFTWARE EXPERIENCE

Operating Systems (only most recent versions shown)

HP-UX 11.11, RedHat Linux Enterprise 9.0, Slackware 9.1, OpenBSD 3.4, FreeBSD 5.1, Novell Netware, MS Windows 98, MS Windows XP, MS Windows 2003 Server, MS Windows 2000 Server, MS Windows 2000 Pro

Protocols, Languages and Services

PERL, SQL, Delphi, HTML, CSS1, CSS2, BIND, Sendmail, FTP, TCP/IP, SSH, Telnet, and many others

Applications

MS Office 2003, MS Outlook, MS Word, MS Access, MS Excel, Open Office 1.1, Apache, Mimedefang, Spamassassin, The GIMP, MySQL, WinSQL, Adobe PhotoShop, Trizetto Qic Link, and many others

PROFESSIONAL ASSOCIATIONS

IT Conferences

COMDEX

93 - 2004

Moderated at least one panel at the spring and/or fall COMDEX trade shows covering areas of networking technology. Session titles have included "TCP/IP on the LAN", "Security on the Internet", "Interconnecting Multiple LANs", "Optimizing Networks for Multimedia Transmission" and many others. Became Track Chair, responsible for designing sessions and recruiting moderators and speakers for the Development track in 1999, and joined Advisory Board in 2000.

C3EXPO

Chair for Open Source track.

LANDA/BTA

6/91 - 5/95

Founded and served as president of the Indianapolis Chapter of the Local Area Network Dealer's Association (LANDA). After LANDA merged with the National Office Machine Dealer's Association (NOMDA) to become the Business Technology Association (BTA) in 1994, was elected Chairman of the Chapter Advisory Council, a national steering committee composed of the presidents of the local chapters from across the country. Following the merger, developed the "Networking Bootcamp" seminars with two colleagues. The seminars were the most successful training programs in the history of either organization.

INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201
Indianapolis, IN 46204

Date of Evaluation: October 12, 2006

Institution Evaluated: Next Step Computer Training

Name of Team Member: Tom Henderson

CHECK LIST FOR TEAM EVALUATORS

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- | | |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory |
| 2. Superior | 4. Unsatisfactory |

There is space for comments. The asterisk (*) denotes requested comments in order to better explain your evaluation.

CATEGORY I -- EDUCATIONAL OBJECTIVES

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> <u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> <u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i> Skills and classes taught aren't a guarantee of a job.			

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> <u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
<i>Comments:</i>			

CATEGORY II -- FACULTY

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> <u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	--------------------------------------	---------------------------

B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments:

C. The faculty appear to be satisfied with the overall institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments:

CATEGORY III -- STUDENT POLICY

A. Student counseling is adequate to show concern for the individual student's personal attainments.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments: Insufficient samples were presented...programs are too new.

B. The student/administration relationship reflects a healthy and stable rapport within the institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments: .

C. The student educational needs are met by the institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>xxx</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
-----------------------	--------------------	-------------------------------	---------------------------

Comments:

CATEGORY IV ADMISSION PRACTICES

A. The admission policy of the institution is well administered and the school is reasonably selective.

<u>1. Outstanding</u>	<u>xxx</u> 2. Superior	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
-----------------------	---------------------------	------------------------	---------------------------

Comments:

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

<u> </u>	<u> xxx </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
<i>Comments:</i>			

CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
<i>Comments:</i>			

- B. The institution appears to recruit students who have a potential or desire the education provided.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
<i>Comments:</i>			

- C. The students appear to have an honest impression of the institution before they enroll.

<u> </u>	<u> xxx </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
<i>Comments:</i>			

CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
<i>Comments:</i>			

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
<i>Comments:</i> Rapid student growth will outgrow the facility quickly.			

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: The examined fire marshal note didn't show that concerns had been addressed.

CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

...	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. Student records adequately reflect the student's progress during his period of enrollment.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Very small sample...institution is new.

- C. The student records adequately reflect the student's placement after his/her training with the institution.

_____	_____	xxx _____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

D. Characterize your impression of the institution.

<u> </u>	<u> </u>	<u> xxx </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

<u> </u>	<u> xxx </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

Please initial the status you believe this institution should receive.

1. No Status – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. _____

2. Candidate -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. _____

3. Accreditation with Recommendations – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. _____

4. Fully Accredited – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. _____ xxx

If status is 1, 2, or 3, list your specific reasons or recommendations below.

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

Curriculum Vitae and Resumé of Thomas B. Henderson

Career

1998-Present ExtremeLabs, Inc., managing editor and principal researcher as a computing platform analyst. Publish public and private research and opinion on operating systems, CTI, and products within the enterprise computing space.

1993-1998 Unitel, Inc., a division of Telecomm Industries Corporation, Indianapolis, Indiana as senior vice president of engineering and director of subsidiary Beach Labs. Was the largest interconnect in the US. Responsible for computer and computer telephony division; IT infrastructure for 22 sites, engineering standards and oversight; Beach Labs division operations.

1986 - 1993 Corporate Networks, Inc., Indianapolis, Indiana as president. Owned and ran fifteen employee computer network integration firm and its subsidiary, Beach Labs. Acquired in 1993 by Unitel, Inc. Designed and deployed over 500 networks in North America.

1982 - 1984 Que Corporation, Indianapolis Indiana as senior systems analyst, and writer/editor. Authored seven books; edited ten more; performed research; was systems manager.

1980 - 1982 DataOne, Inc. d/b/a MicroAge Computer Stores; manager of franchise computer store.

1978 - 1980 Hitachi Consumer Products of America, Anaheim California as production manager. Ran quality assurance then production for television manufacturing plant; one hundred fifty employees and one thousand five hundred televisions per day.

1977-1978 James B. Lansing Sound, Inc. (JBL), Northridge California as quality assurance superintendent. Was quality manager for consumer electronics speaker and component manufacturing plant; twenty-nine employees and two shifts. Performed quality audits and performed liaison with design and manufacturing engineering.

Industrial/Civic Responsibilities Past and Present

COMNET Summit Advisory Board 2005

IP4IT Advisory Board 2005

C3Expo Advisory Board 2005

CeBIT-America Advisory Board 2003-2004

COMDEX Conference Advisory Board; thirteen years to 2003; longest serving member

PC Expo in Chicago Conference Advisory Board, five years 1990-1994

PC Expo in New York Conference Advisory Board; two years, 1995/6; also 2001

Enterprise Computing/Uniforum Conference Advisory Board, two years 1994/5

Networld + InterOp Spring Conference Advisory Board; 1995

Multimedia Telecommunications division of TIA, Board of Governors; three years 1996-9

Metropolitan Indianapolis Public Broadcasting, Vice Chair, Board of Directors; 1996-2005 (WFYI-20)

Meridian Telecommunications/FYI Productions, Board of Directors, 1997-2001

Indiana Corporation for Business & Modernization Technology (BMT) Software Advisory Board

International Communications Association, Technical Program Committee, 1996-2000-SuperComm

Publishing History - Books

Books: *The Osborne Portable Computer* (1982 Que Corp); *Spreadsheet Software from VisiCalc to 123* (1983 Que Corp with Doug and Gena Cobb); *Multiplan Models for Business* (1983 Que Corp); *IBM PC Software and Expansion Guide* (1983 Que Corp); *Von VisiCalc bis Lotus 123* (translation Academic Services 1983); *Multiplan* (1984 Mark & Technik); *WordPerfect Office 3.0* (unpublished, Que Corp 1988); *Insider's Guide to Computers and Networking* (Que 1992); *Computer Telephony Engineering Handbook* (1996 New Riders); *Windows NT 4.0* (1996 John Wiley with John Ruley et al; three translations).

Resume of Thomas B. Henderson Publishing History (Continued)

Current and Past Mastheads: *Network World* Global Test Alliance Member; Byte.Com (Linux Columnist and senior contributing editor); PlanetIT (Linux Admin Advisor); ITWorld.Com (Windows 2000 Performance Analysis Column) *Network Magazine* (Remote Test Lab); *Business Technology Solutions* (Networking columnist); *Asian Sources* (Network Columnist); *Canadian Channel Business Magazine* (Columnist).

Published 1995-2003: LAN Magazine, InfoWorld, *Business Technology Solutions*, Datamation, *Network World*, Network Computing, Computer Reseller News, VAR Business, Canadian Computer Reseller, Comdex Daily, Windows Magazine, Network Magazine, Network World Magazine, Winmag.com, Byte.com, PlanetIT.com, and others

Accomplishments - Past

Industrial Activities: Co-founder and director of the LAN Dealers Association (LANDA); director, Performance Testing Alliance Board; Founder of the Computer Telephony Resellers Association (merged with the MMTA/TIA).

Teaching: Indianapolis Public Schools Adult Education - 1983; J. Everett Light Career Training (1987-1988); Indianapolis Free University (1982-1986); over 350 seminars, tutorials, and panels in the United States, Canada, Japan, and Singapore given on advanced computing and networking infrastructure topics.

Education

De Montfort University
1997-1998 MPhil Computer Science Research DeMontfort University, Leicester UK unfinished

Personal

Five children; born in 1954; occasional musician. Married to Ann Zevnik Henderson.



References available upon request

INDIANA COMMISSION ON PROPRIETARY EDUCATION

302 W. Washington Street, Room E201
Indianapolis, IN 46204

Date of Evaluation: October 12, 2006

Institution Evaluated: Next Step Computer Training

Name of Team Member: Justin Nelson

CHECK LIST FOR TEAM EVALUATORS

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- | | |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory |
| 2. Superior | 4. Unsatisfactory |

There is space for comments. The asterisk (*) denotes requested comments in order to better explain your evaluation.

CATEGORY I -- EDUCATIONAL OBJECTIVES

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>xxx</u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u> </u>	<u>xxx</u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u> </u>	<u>xxx</u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY II -- FACULTY

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u>xxx</u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<u> </u>	<u>xxx</u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

C. The faculty appear to be satisfied with the overall institution.

<u> </u>	<u>xxx</u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

CATEGORY III -- STUDENT POLICY

A. Student counseling is adequate to show concern for the individual student's personal attainments.

<u>xxx</u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

B. The student/administration relationship reflects a healthy and stable rapport within the institution.

<u>xxx</u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

C. The student educational needs are met by the institution.

<u>xxx</u>	<u> </u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

CATEGORY IV ADMISSION PRACTICES

A. The admission policy of the institution is well administered and the school is reasonably selective.

<u> </u>	<u>xxx</u>	<u> </u>	<u> </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

xxx			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

CATEGORY V STUDENT RECRUITMENT

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

	xxx		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. The institution appears to recruit students who have a potential or desire the education provided.

xxx			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- C. The students appear to have an honest impression of the institution before they enroll.

	xxx		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

CATEGORY VI PHYSICAL FACILITIES

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

	xxx		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

	xxx		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

xxx			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY VII COURSE ORGANIZATION

- A. The instruction materials are comprehensive, accurate and well organized.

xxx			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

xxx			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

CATEGORY VIII OBJECTIVES

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

	xxx		
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. Student records adequately reflect the student's progress during his period of enrollment.

xxx			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The student records adequately reflect the student's placement after his/her training with the institution.

		xxx	
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

D. Characterize your impression of the institution.

_____ 1. Outstanding	_____ 2. Superior	_____ 3. Satisfactory	_____ 4. Unsatisfactory*
Comments:			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

_____ 1. Outstanding	_____ 2. Superior	_____ 3. Satisfactory	_____ 4. Unsatisfactory*
Comments:			

Please initial the status you believe this institution should receive.

1. No Status – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. _____

2. Candidate -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. _____

3. Accreditation with Recommendations – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. _____

4. Fully Accredited – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. _____

If status is 1, 2, or 3, list your specific reasons or recommendations below.

Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

Justin Nelson



Summary

Self-motivated, dedicated, reliable, organized, problem solving & customer support service skills. Seven years IT experience designing and maintaining numerous types of computer systems.

Career Objective

I am a technology dedicated individual, seeking a medium to large sized company that is likewise dedicated to information technology systems and that can offer an opportunity for personal and professional growth. I aspire to work with cutting edge information technology systems and to build and maintain state of the art network infrastructures in order to make an impact on the IT community.

Employment Experience

2003 Jun - Current **Benefit Systems, Inc.**
Network Administrator

Provided Helpdesk support and implemented UNIX based file/print services and Apache based Helpdesk software package. Maintained and administrated a network consisting of 60 LAN users.

- Implemented Samba file and print services.
- Implemented PerlDesk helpdesk support software on Apache web server.
- Administered 50 Netware Clients.
- Maintained Linux and UNIX servers.

2002 May - 2003 Jun **HealthX**
Software Engineer

I shared responsibility for web content development and data integration.

- Developed enrollment forms for ASP/COM driven application on a SQL 2000 database backbone and a data integration reporting tool for Data Integration team.

1998 May - 2002 May **HealthX**
Network Engineer

Implemented, managed, maintained and administrated a network consisting of 50 LAN users, 12 WAN users and over 100,000 application users and a voice network.

- Helped develop plan for the purchase of a network solution, both hardware and software.

- 3 Migration of .COM to collocation site which includes, but is not limited to: Network Infrastructure design, IIS Web Farm design, SQL Database structure, Backup Solution, VLAN and DMZ configuration, and Virtual Private Network Services.
- 4 Performed help desk and administrative functions supporting numerous hardware and software configurations including, but not limited to: Siebel 7.0, Microsoft Office 2000, ACT 4.0, Microsoft SQL 7.0, Microsoft SQL 2000, IBM workstations, combination of Dell and IBM Servers, and WAN/LAN connections.
- 5 Helped develop and maintain Active Directory domain infrastructure.
- 6 Implemented and maintain Terminal Services on Windows servers. (Microsoft's Citrix equivalent)

1996 Jan - 1998 May **CyberBytes Technology**
 Sole owner/Contractor

Developed and implemented custom system solutions. I also managed sales and business relations.

- 1 Contract with city of Anderson's Department of Transportation for new backup and disaster recovery solution.
- 2 Contract with Healthx.com for Network Management responsibilities.

Skills

- 1 Expert in all Microsoft Server and Workstation OS environments.
- 2 Expert in Internet Information Services v4.0 - v6.0 (web server)
- 3 Extremely proficient in Apache web services
- 4 Proficient in UNIX based OS environment.
- 5 Proficient in Visual Studio 6.0 and .NET
- 6 Experienced in SQL database development.
- 7 Extremely fast learner

Education

1997 **Highland High School**
 Anderson, IN

- 1 Graduated

1996 **Anderson Vocational School**
 Anderson, IN

- 2 3 years Electronics